

## Career Skill Program (CSP) Employer's Checklist

### Part I: Administrative Data

1. Name of CSP: \_\_\_\_\_

2. Type of CSP:

- |   |  |
|---|--|
| <input type="checkbox"/> Employment Skills Training | <input type="checkbox"/> Job Shadowing                     |
| <input type="checkbox"/> Internship                 | <input type="checkbox"/> Pre-Apprenticeship/Apprenticeship |
| <input type="checkbox"/> Credentialing              | <input type="checkbox"/> On-The-Job Training (OJT)         |

3. Accrediting or Approving Authority:

- ☐ U. S. Department of Veterans Affairs
- ☐ National Association of State Approving Agencies
- ☐ U. S. Department of Labor
- ☐ U. S. Department of Education
- ☐ American National Standards Institute (ANSI)
- ☐ Council on Occupational Education
- ☐ Not accredited or approved
- ☐ Other (please state): \_\_\_\_\_

4. CSP Training Provider(s) and Contact Personnel: (Provide contact information for all CSP Partners to include Employer and Institute of Higher Learning (IHL) POCs if different than CSP Provider.)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

POC: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

POC: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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5. Partner Selection Criteria (describe how the garrison determined this partner was the best choice for meeting installation needs of transitioning military):

6. CSP Training Program Dates

Cohort #	Start Date	Finish Date	Length of Training (# weeks)	# Service members per Cohort

Other: (This field provides CSP Coordinators and training providers the flexibility to offer CSPs to Soldiers based on their availability; not as part of a group with defined start and finish dates. Describe how training providers will accommodate Soldiers' schedules.)

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7. Physical Address/Location where CSP training will be conducted:

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### Part II: CSP Scope (Attach the curriculum or program guide, and training schedule.)

1. Overview of Program (description):

2. Program Purpose/Outcome:

(e.g. credential earned, guaranteed interview, job placement, etc.):

3. Program Objective(s):

(List the general training topics that will provide the knowledge, skills, and abilities (KSAs) needed by the participants to be qualified for employment in the CSP designated occupation area. KSAs may be included as an attachment.)

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4. Participant skill acquisition measured by: (may select more than one)

- ☐ Written test
- ☐ Performance-based test
- ☐ Other:

5. Standard Occupation Classification (SOC) Major Group of the CSP Training:

(<http://www.onetonline.org/find/family>)

- ☐ Architecture and Engineering (17-0000)
- ☐ Arts, Design, Entertainment, Sports, and Media (27-0000)
- ☐ Building and Grounds Cleaning and Maintenance (37-0000)
- ☐ Business and Financial Operations (13-0000)
- ☐ Community and Social Services (21-0000)
- ☐ Computer and Mathematical (15-0000)
- ☐ Construction and Extraction (47-0000)
- ☐ Education, Training, and Library (25-0000)
- ☐ Farming, Fishing, and Forestry (45-0000)
- ☐ Food Preparation and Serving Related (35-0000)
- ☐ Healthcare Practitioners and Technical (29-0000)
- ☐ Healthcare Support (31-0000)
- ☐ Installation, Maintenance, and Repair (49-0000)
- ☐ Legal (23-0000)
- ☐ Life, Physical, and Social Science (19-0000)
- ☐ Management (11-0000)
- ☐ Office and Administrative Support (43-0000)
- ☐ Personal Care and Service (39-0000)
- ☐ Production (51-0000)
- ☐ Protective Services (33-0000)
- ☐ Sales and Related (41-0000)
- ☐ Transportation and Material Moving (53-0000)

Other \_\_\_\_\_

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### Part III: CSP Participant Selection

1. Describe the training provider's selection criteria for participants:

2. "At-risk" Participants (Participants considered to be "at-risk" as defined by AR 60081 are: 18-24 years of age, first term enlistments, involuntarily separating due to force shaping, rapid separation from active duty, or medical separations.)

- a. Are the target participants considered to be "at-risk"?

☐ Yes      ☐ No

- b. If "no", provide a description of the population to be trained:

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### Part IV: Resources

1. What is/are the expected funding source(s) to support the training?

- ☐ Union Trust Fund  
☐ Federal or State Grant  
☐ GI Bill (provide amount of benefits required):

☐ Other (please explain): \_\_\_\_\_

2. Total cost of the program to the participant (per participant): \_\_\_\_\_

3. Will Soldiers be expected to pay any out-of-pocket expenses (e.g. tools, equipment, certification, or test fees) for this training?

☐ Yes ☐ No

If yes, list in detail the expenses which participants are responsible for paying:

4. Exclusions. List other required activities or resources, and describe if training provider or participant is providing. (e.g. transportation, housing, etc.):

5. Is this CSP open to PTDY applicants from other installations?

☐ Yes ☐ No

6. If yes, how many seats per cohort are open to PTDY participants?

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### Part V: Return on Investment (ROI)

1. Describe how this CSP will connect participants to post-service employment:

2. Success of program is measured by:


\_\_\_\_\_ % participant completion rate


\_\_\_\_\_ % referred for job interviews

\_\_\_\_\_ % placed into employment

3. The training prepares participants for the following specific occupations. Provide the top 3. Specific occupations can be found at

[http://www.onetonline.org/help/online/browse\\_family](http://www.onetonline.org/help/online/browse_family)

DOL-SOC Code	Occupation Title	 Bright Outlook	Projected Growth

 Bright Outlook occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations.

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4. Additional Comments:

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